



Name \_\_\_\_\_

Date \_\_\_\_\_

## Email (Part 2) Student Guide

### Pre-Work

1. Ask your tutor or a friend to send you an email to your email address.

### Computer Lab

1. Open up the internet browser Google Chrome (or another preferred browser of your choice).



2. In the top right corner click "Gmail" (or in the address bar type in [mail.google.com](mailto:mail.google.com) and hit enter).



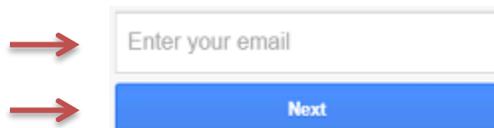
3. If another account is logged in click "sign in with a different account" at the bottom of the page. (If not move to step 4).



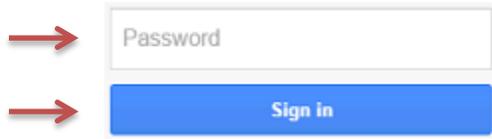
4. Click "add account"



5. Enter in your username and password and click "next".



6. Enter in your password and click “sign in”.



7. Once you are signed in, your inbox will be displayed along with any messages that have been sent to you.

8. You will notice unread messages are in **bold**. Click on the message that was sent by your tutor or friend.



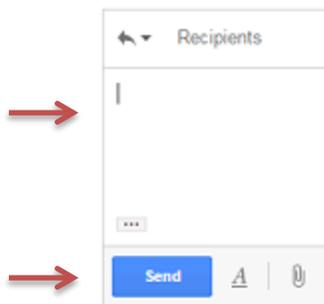
9. Click the message that was sent to you and read.



10. Now you are going to make a reply. In the top right of your email you will notice an arrow pointing left. Put your cursor on the arrow and you will notice that it says reply. Click this button.



11. You will now be able to type your reply message. Once complete, click “send” at the bottom of the page.



Did the tutor/friend receive your reply email message?

Yes  No